# KANZA ASLAM MEMON

(A result-driven ACCA Member)

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## WHY KANZA ASLAM?

- A Meticulous Finance & Audit person who undertakes complex and new assignments, meets tight deadlines and tries to deliver superior performance in her area of work. Having sound knowledge of International Accounting Standards (IASs), Financial Reporting Standards (IFRSs) & International Standards of Auditing (ISAs)
- Good interpersonal and communication skills. A team worker, a group leader, a creative and a self-motivated individual
- A highly moldable, adaptable individual, with a keen sense of learning who operates with a strong sense of urgency in the best interest of her Organization

## PROFESSIONAL EXPERIENCE

**Karachi Neighborhood Improvement Project (KNIP) – World Bank & Govt. of Sindh, Oct'18 – Present**
**Internal Auditor**
**Terms of Reference:**

- Financial, Operational & Compliance Audits in accordance with International Standards
- Reviewing, evaluating & analyzing the internal controls system & recommending remedial measures
- Setting-up brief sessions & presentations on Internal audit
- Supporting Management in preparation of Standard Operating Procedures' Manual (SOPs) & Policies
- Working on the implementation of Integrated Financial Management Information System (IFMIS)
- Working on the establishment & digitization of Internal Audit Wing in Planning & Development Dept. Sindh

**Sindh Irrigation & Drainage Authority (SIDA) – World Bank & Govt. of Sindh, Sep'16 – Oct'18**
**Internal Auditor – Sindh Water Sector Improvement Project (SWSIP)**
**Terms of Reference:**

- Financial & Operational Audits in accordance with International Standards
- Investigated deficiencies and areas of weakness in systems and controls and recommended for their improvement
- Checked compliance with covenants in the financing agreements and Government Financial Regulations
- Checked that all external funds received under the project have been used in accordance with financing & project agreements

**Sindh Irrigation & Drainage Authority (SIDA) – World Bank & Govt. of Sindh, Jan'15 – Sep'16**
**Assistant Manager Finance GFCAWB – Sindh Water Sector Improvement Project (SWSIP)**
**Terms of Reference:**

- Assisted in preparing Budgets & Financial statements
- Assisted in preparing Interim Unaudited Financial Reports (IUFRs)
- Pre-Audit of all the expenditures
- Prepared Bank Reconciliations
- Prepared HR forecasts
- Coordination with External Auditors (DG Audit Sindh & Deloitte Pakistan)
- Worked on SAP Software (Parking, Prior Review Audit & Posting Transactions)

**BaseCamp Data Solutions (BCDS), Dec'13 – Sep'14**
**Auditor & Analyst in Expense Department**
**Terms of Reference:**

- Reviewed & Audited the Bank files, Source Documents, & Reports on daily basis
- Prepared Audit & Bank Reconciliation Reports on daily basis, including Reconciliation of balances
- Meetings on daily basis with the top management in U.S.A

**Motors LTD, July'12 – Nov'13**
**rnal Auditor**
**Terms of Reference:**

- Coordinated work with Risk, Legal & Compliance and other control-related activities within Internal Audit
- Conducted risk assessments and identified controls in place to mitigate identified risks
- Identified control gaps and opportunities for improvement
- Contributed in the year-end financial audit with the external auditor

## ACHIEVEMENTS

- Certificate of Membership by ACCA
- Foundation Diploma by ACCA
- 1st Position in Financial Reporting, Taxation & in Financial Management
- Certificate of Foundation in Taxation & Foundation in Financial Management by ACCA
- Most Active Student in Education Life
- Worked as a volunteer in TRAINING, TALENT and ACQUISITION session
- Worked as a volunteer in I AM AN ENTREPRENEUR session
- Participated in CIMA GLOBAL BUSINESS CHALLENGE 2013
- Distinction certificates and shields in computer projects and software exhibition
- Certificates and shields in sports for Basketball, Netball, Handball and Athletics
- Alumni of Young Leaders' Conference 2014

## PROFESSIONAL QUALIFICATION

- Masters in Commerce (M.Com) - University of Sindh in Mar'17
- Association of Chartered & Certified Accountants (ACCA-UK) in Dec'15
- Bachelors in Commerce (B.Com) - University of Sindh in April'13
- Advanced Diploma in Business & Accounting (ACCA-UK)
- Foundation in Accountancy (FIA) in Dec'11
- Ethics & Professional Skills Module – ACCA & FIA

## PROFESSIONAL DEVELOPMENT

- Attended a Training on Internal Auditing for Integrated Management Systems in PIM, Lahore from Dec 23rd – 24th, 2019
- Completed 6 weeks AIESEC Global Volunteer Exchange Program in Ankara, Turkey on Speaking Club Project, from Oct 1st – Nov 14th, 2019
- Completed a Training on World Bank's policies on Social & Environmental Framework, from Aug 8th – 9th, 2019
- Completed a Certification on Procurement Management by SPPRA & IBA Executive Education Center, from June 17th – 21st, 2019
- Attended a Webinar on Data Analytics by ACCA on May 16th, 2019
- Attended a Workshop on Understanding Participatory Development, Approaches, Tools & Methods in NED University, Karachi on Mar 13th, 2019
- Attended a Webinar on Growing your Emotional Superpower by ACCA on Feb 20th, 2019
- Completed a Short Course on Conflict of Interest Risk Management for Your Project by World Bank on Feb 18th, 2019
- Completed a Short Course on Basics of Public Financial Management by World Bank on Feb 18th, 2019
- Completed a Short Course on Debt Management Performance Assessment (DeMPA) by World Bank, from 5th Nov, 2018 – 9th Dec, 2018
- Attended a Training on PEFA: A Framework for Public Financial Management by SETYM International in Kuala Lumpur, Malaysia, from 3rd Sep – 14th Sep'18
- Attended a Training on Auditing System in Public Sector by Pakistan Manpower Institute, ISB from 26th Feb – 28th Feb'18

- Attended a Training on Public Procurement & SPPRA Rules by Institute of Tender Management from 10th Apr – 11th Apr'17
- Attended master class on Bridging the Gap between the Internal Auditor & Fraud Investigator by TerraBiz in Movenpick Hotel Khi on 9th Mar'17
- Attended master class on Change of Perception of Internal Audit by TerraBiz in Movenpick Hotel Khi on 9th Mar'17
- Attended Pakistan Internal Audit Summit 2017 by TerrazBiz in Movenpick Hotel Khi, on 8th Mar'17
- Attended Training on Internal Auditing for ISO 9001:2015 in PIM Karachi, from 5th Dec – 8th Dec'16
- Attended Training on Morale, Motivation & Commitment in PIM Karachi, from 17th Mar – 18th Mar'16
- Attended Webinars on Sales Tax Act 1990 conducted by ACCA - Pakistan
- Attended Hyderabad Model United Nations in Indus Hotel Hyd, as a Delegate from 30th July – 2nd Aug'15
- Attended Young Leaders Conference (YLC'14) in Movenpick Hotel Khi, from 11th Sep – 15th Sep'14
- Attended a session on 'Entrepreneurship', in Mehran Arts Council, HYD on 7 April 2013
- Attended Hands on Training on 'FINANCIAL MODEL with EXCEL' in PACE college of Accountancy, on 19th Feb 2013
- Attended Training, Talent and Acquisition session on CV development, Management skills, and Interview tools and techniques in Royal Taj Hyd, on 16th Feb 2013

## LANGAUGE PROFICIENCY

- Scored Band 7 in IELTS in Nov 2017

## AREAS OF PROFESSIONAL STRENGHTS AND TECHNICAL SKILLS

- Internal Auditing
- Financial Reporting (Income Statement, Balance Sheet, Cash Flow Statement)
- Financial Management (Working Capital Cycle, Investment Appraisal)
- Analysis of Financial Statements (Interpretation of Ratios, Accounts Receivables & Payables)
- MS Office Suite
- Quick Books

## REFERENCE

- Mr. Naeem Ahmed -General Manager Finance in SIDA(HYD) Contact no # 0321-3004777
- Mr. Nazeer Ahmed -Deputy Project Director in KNIP(KHI) Contact no #0300-3013385